Preparation Activities for Administration of STAAR® Online Testing

Refer to the *STAAR Assessment Management System User's Guide*, the *STAAR Online Testing Platform Technology Guide*, and the *STAAR Online Testing Platform (SOTP) Local Caching Software (LCS) District Guide* for details on completing the steps below.

Four to Six Weeks Prior

- Review resources and dates in Calendar of Events.
- Train coordinators and technology staff.
- Register district for STAAR online testing.
- Determine whether Local Caching Software (LCS) is required.

Four Weeks Prior

- Prepare the testing environment (download, install and configure the SOTP).
- Perform systems test using system check tools.
- Evaluate system performance using tutorials and practice tests.

Two Weeks Prior

- Verify accuracy of student data in the STAAR Assessment Management System.
- Register students.
- Set up online testing groups.
- Set up online designated supports.
- Install and configure LCS at campuses as needed.

One Week Prior

- Download and print student test tickets.
- Store in secure location.

One to Three Days Prior

- Launch the SOTP on all testing devices and verify the updated SOTP is installed and functional on ALL testing devices.
- NOTES: For Windows, SOTP versions prior to 2.47.0 will not auto-update. For Mac OS, SOTP versions prior to 2.59.0 will not auto-update. In both instances, districts must uninstall the previous version of the SOTP and reinstall the latest version.
- Districts must ensure network policies do not restrict auto-updates of the SOTP.
- Verify that LCS monitoring tools and caching service are running, if used.

During Testing

- Provide test administrators with student rosters and student test tickets.
- Supply required tools and resources.
- Monitor administration of tests.

After Testing

- Make necessary updates to score codes and demographic information.
- Verify accommodation information and mark NEW TO TEXAS check box, if applicable.
- LCS sites: Verify all responses have been submitted.